

Approved For Release 2004/02/03 : CIA-RDP60-00594A000300050020-7

*Office Memorandum*

UNITED STATES GOVERNMENT

TO : Director of Training  
THROUGH: Deputy Director of Training  
FROM : Deputy Registrar/TR

DATE: 12 June 1958

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SUBJECT: Weekly Activity Report No. 23  
4 June - 10 June 1958

Document No. 21NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS B (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1733

Date: 09 MAR 1978 BY I. SIGNIFICANT ITEMS:

None.

II. OTHER ITEMS:

1. Several weeks ago our weekly report stated that five of eight language evaluations received from FSI noted irregular attendance. After obtaining information on the specific days of absence, I talked with WH Division  (Personnel Officer), Office of assignment of three of the five. Yesterday  called back to say that he had checked out with each of the three, and they had informed him that the absences were for official reasons. I advised  that acceptance of the individuals' reasons for absences was a matter of administrative concern to his Office, and not to us, but that of concern to us was that FSI training was full time, and that this fact was understood and accepted by the Office and the student before training began. We agreed that WH in the future, will hold its official requirements on students to a minimum, and that in cases where the individual must be recalled to the Office, it will be done through us.

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2. Following inquiry from TSS concerning opportunities for Judo training, we located, through external contacts, an instructor at Bolling Air Force Base, and through  an individual at  who could conduct the training. Following further research into the availability of the instructor, length of time required for the instruction, numbers of people to be trained, and other matters we will meet with TSS to discuss a more formal request for the training.

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3.  has returned from the Air War College and has been debriefed by this Office. Prior to his return,  provided us with the name of an Army doctor stationed at Maxwell Air Force Base who had indicated interest in employment with CIA. This information was passed on to the Medical Office, which arranged for interviews at Headquarters with the individual.

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4. DR/TR reviewed with [ ] a proposed OSI notice outlining a training policy for personnel in that Office. Several items which were not consistent with Agency and OTR policy were changed.

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5. There were over 30 applicants for the Basic Supervision course which began on 2 June. [ ] has informed us that she will conduct a special running of the course from 14 - 25 July to accommodate those applicants (17) who could not be accepted in the June class.

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6. Since 6 February, 1,140 Agency employees have been tested for language proficiency. Test results for 61 of these employees were received from LAS this week. Of these, 26 are not awardable; the remaining 35 must be checked further before a decision can be reached.

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[ ] has advised that the remaining 1,000 plus will be coming to us at the rate of 60 to 100 per week.

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7. In response to [ ] (OCR) request for more substantive information on a Digital Computer Programming course, given by International Correspondence School, [ ] wrote for an ICS catalog. The catalog contained no information, however, on the DCP course. Meanwhile the company referred Mary's inquiry to its local representative, [ ] who made an appointment to call at Mary's home on Tuesday, the tenth, to discuss the course.

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On Wednesday, the information obtained by Mary was forwarded to [ ]

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8. [ ] was recently proposed by ORR for AMA management training courses at New York and at Chicago. Training was approved after DDTR discussed the case with the branch chief concerned. Following [ ] return from New York, and based on dissatisfaction with that course, ORR decided that [ ] should not attend the Chicago course. This decision was conveyed to us on 10 June, beginning date of the course. Since AMA does not recognize such late cancellations, we will be charged with the full \$175.00, even though we have no one in attendance.

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9. We moved today. Our mail address is 2623 Quarters Eye, telephones remain the same.

10. During the week 4 June - 10 June 1958, there were 772 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

179 enrolled in 27 classes ( 9 languages) before hours

88 enrolled in 15 classes ( 7 languages) after hours

173 enrolled in 31 classes (14 languages) during hours

124 enrolled in 7 Operations School courses

50 enrolled in 2 Communism School courses

99 enrolled in 5 Intelligence School courses

59 enrolled in 5 area courses



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